



MERIT PROMOTION JOB OPPORTUNITY

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Announcement Number: 08-622
Position Title: Supervisory Printing Plant Worker
Series and Grade: KA-4701-00
Salary Range: \$28.70 Per Hour (Plus 10% Night Differential)
Promotion Potential: None
Opening Date: 07/01/08
Closing Date: 07/15/08
Location of Position: Engineering Services
Facilities Division
Power Branch, Washington, DC
Number of Openings: One
Type of Appointment: Permanent
Work Schedule: Shift 2 (3:30 p.m. – 12:00 a.m.)
Who May Apply: Permanent GPO Employees Only

MAJOR DUTIES:

The incumbent of this position serves as the Assistant Supervisor, responsible for assisting in the supervision of Printing Plant Workers (PPWs) in accomplishing daily assignments. Reports all staffing changes to supervisors. Plans, organizes, and assigns work to PPWs in the Power Branch Section. Monitors and reports subordinate performance to supervisors. Suggests ways to improve performance. Makes recommendations for corrective action or counseling to supervisors as necessary. Develops job schedules and maintains detailed records. Reports inventory and submits requests for tools and supplies to supervisors. Coordinates all activities associated with HVAC filter and lubrication maintenance. Plans, organizes, and assigns work to other PPW's in the Power Branch Section. Cleans air conditioning unit compartments, pans, and motors. Uses tools and pressurized water to clean condensers. Replaces air filters and air mats in cooling rooms. Occasionally required to crawl through air conditioning ducts to clean out dust and dirt or vacuum clean where appropriate. Inspects HVAC for mechanical deficiencies and reports any problems to a supervisor. Cleans HVAC coils and dampers with alkaloid solution. Maintains cooling towers with respect to water and water surfaces including the basins, slats, and nozzles. Removes algae and chloride residue from cooling tower structures. Assists in the development and training of subordinates. Sets up, operates, and stows duct cleaning systems and equipment. Operates steam cleaning equipment. Operates industrial trucks to transport materials and equipment. Ensures that all safety devices are engaged and safety procedures are followed. Performs other related duties as assigned.

QUALIFICATIONS NEEDED:

Applicants must meet the following screen out element, job element #1 below, to be considered eligible for this position: **Ability to supervise the work of others.** Applicants must have experience and/or training of sufficient scope and quality to independently perform the duties typically required of a Supervisory Printing Plant Worker. These duties require skill in cleaning HVAC machinery, ducts, and related components.

NOTE 1: Selectee may be subject to serving a supervisory probationary period of 1 year as prescribed by GPO Instruction 610.9A.

NOTE 2: The selectee must possess and maintain a valid state driver's license. The selectee must obtain a GPO driver's license during the first 30 days after selection to this position.

HOW YOU WILL BE EVALUATED:

Your overall background of experience, education and training will be evaluated to determine to what degree you possess the knowledges, skills, and abilities (KSA) listed in the job elements below. Your narrative responses should explain how your experience, education, and training demonstrate that you possess each KSA. When responding to the job elements, please be sure to explain how often you used the skills, the complexity of the knowledge you possess, and provide examples of problems you have handled and the results that were achieved. Please limit your narrative response statements to one page per job element.

Job Elements for this position:

1. Ability to supervise the work of others. (**SCREEN OUT ELEMENT**)
2. Skill in setting up, operating, and maintaining power cleaning systems and equipment.
3. Skill in using acids and other solutions to clean HVAC systems and related components.
4. Ability to interpret written instructions and specifications to plan, organize, and coordinate work.

HOW TO APPLY:

There is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for this specific position. If your application package does not provide all the information requested, you will lose consideration for the job.

STEP 1: Complete a resume or an Optional Form 612 "Optional Application for Federal Employment" (OF-612). The OF-612 is available electronically at http://www.opm.gov/forms/pdf_fill/of612.pdf. If you submit a resume, make sure it contains all the pertinent data requested in the OF-612, including your social security number. To assist you in sending in a complete resume, use our checklist at http://www.gpo.gov/careers/pdfs/Resume_Checklist.pdf.

STEP 2: Attach a copy of your most recent Standard Form (SF)-50 and performance appraisal. Employees may obtain a copy of their SF-50 and Performance Appraisal from the Employee Services Center in Room C-106.

STEP 3: Prepare separate narrative responses to each of the job elements listed in this announcement.

STEP 4: Assemble your application package and hand-deliver, e-mail, fax, or mail your application to GPO using the information below.

Your complete application package must be received at the address above by 12:00 midnight on the closing date of the announcement. Due to delays in processing mail, you are encouraged to hand-deliver, e-mail, or fax your application package.

Send your complete Application Package to:

Application Processing, STP: HCD
U.S. Government Printing Office
732 N. Capitol Street, NW
Washington, DC 20401
FAX: (202) 512-1292
Email: applicationprocessing@gpo.gov (Please include announcement number in subject line and attach documents in Word or PDF format).

For Additional Information:

HR Consulting Services
Tiffany L. Robinson
Phone: (202) 512-2010 ext. 31574
TDD: (202) 512-1519

**To confirm receipt of your application, call:
202-512-1117.**

Applicants are responsible for verifying their application has been received in its entirety, regardless of the submission method. Applicants will receive written notification of their application status following an initial review of the application by Human Capital and when a final selection has been made.

GPO provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify GPO.

GPO is an equal employment opportunity employer.